

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 19	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 06 APR 00	4. REQUISITION/PURCHASE REQ. NO. 52-6315-00		5. PROJECT NO. (If applicable)
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE			
CONTRACTING OFFICER NAVAL RESEARCH LABORATORY ATTN: CODE 3201 WASHINGTON DC 20375-5326					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)  TO ALL OFFERORS			( <input checked="" type="checkbox"/> )	9A. AMENDMENT OF SOLICITATION NO.  N00173-00-R-MA01	
			X	9B. DATED (SEE ITEM 11)  03 MAR 00	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

## 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

( <input checked="" type="checkbox"/> )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return          copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

The purpose of this amendment is to answer questions in regards to this solicitation; add an item to the Government Furnished Equipment list, Enclosure (7) , and provide corrected pages to the solicitation.

The questions are restated below and answered as follows:

**Question 1:**

**Section I-2:** How many Government employees are presently employed in performing the work required by the subject solicitation? What are their current grade levels? What are their respective assignments? Note: Individual names are not requested.

**Answer:**

This solicitation includes a Performance Work Statement (PWS). It includes the required services in terms of output; a measurable performance standard for the output; and an allowable error rate. The number of personnel required to perform the work described in the PWS is workload and requirements driven. The number of personnel proposed by the Government in developing its Management Plan may not be the same as the current number of employees. The number of personnel that each potential offeror, including the Government, will include in its proposal is proprietary information.

**Question 2:**

**Section I-3:** This section of the subject solicitation lists 13 different labor classes expected to be employed under the contract and provides the GS grade level for each class. What is the monetary wage for each GS grade level? What are the fringe benefit categories (annual leave, sick leave, holiday leave, educational, retirement, etc.) for each GS grade level? Can the total fringe benefit package be expressed as a percentage of the base salary? If so, what is this percentage? Example: A base salary of \$30,000, with full fringe benefits might be \$45,000.

**Answer:**

The Federal employee General Schedule and Locality pay tables are available on line at <http://www.opm.gov/oca/2000tbis/GSannual/INDEX.HTM>  
Since the work is to be performed at NRL, the WASHINGTON-BALTIMORE, DISTRICT OF COLUMBIA-MARYLAND- VIRGINIA-WEST VIRGINIA (plus St. Mary's County, MD is the correct table.

**Question 3:**

**Section K-2:** This section of the subject solicitation shows that the small business size standard is \$5 million. Does the \$5 million limitation apply for the total contact cost (first year plus the four renewable options) or does the \$5 million limitation apply only to the cost for each year of the contract?

**Answer:**

The \$5 million figure in Section K-2 is a “fill-in” for the Small Business Program Representation (FAR 52.219-1) and refers to “annual receipts” as defined at FAR 19.101. The dollar size of the instant procurement would not be included in an offeror’s annual receipts for determining small business status for the instant procurement.

**Question 4:**

Section L-2: This section of the solicitation states that a Government cost comparison will be made to determine whether accomplishing the work by the government is more economical. Will the government use an overhead rate and a G&A rate comparable to that used by companies in the private sector? If so, what categories of costs (human resources, EEO staffing, training, supervisory, travel, rents, leases, etc.) will be included in the overhead and G&A rates? Note: Many Government agencies are known to have overhead rates exceeding 100 percent.

**Answer:**

The Government will use the applicable rates in accordance with the requirements of OMB Circular A76 available at <http://www.whitehouse.gov/omb/circulars/index-procure.html>

**Question 5:**

Section L-2 (c): It is noted that the Government will prepare their own cost estimate for performing the work covered by this solicitation and that there will be an evaluation period for the proposals submitted by the bidders. Approximately how long will these two activities take? What is the approximate schedule for opening the sealed cost estimate following the bid submittal date of May 3, 2000?

**Answer:**

In accordance with OMB Circular A-76, the Government’s Management Plan and In house cost estimate are delivered to the contracting officer as sealed documents prior to the closing date for receipt of proposals. The current closing date for receipt of proposals is 4:00PM local time, 03 May 2000. The Government’s Management Plan and In house cost estimate remains sealed until the evaluation of the commercial offers are complete and a best value contractor has been selected. Since it is unknown how many commercial offers will be received, any estimate of time to complete the proposal evaluation process would be a guess and therefore is not provided.

**Question 6:**

Section L-3: A site visit was held at the Naval Research Laboratory on March 20, 2000 which provided an excellent overview of the operations covered in the solicitation. However, a second site visit is requested for a more detailed look in order to obtain a clearer understanding of the operations and equipment to be used in preparing the proposal. We now have with us a highly qualified participant with over twenty years of managing large postal programs for the U.S. Postal Service who was not available for the March 20, 2000 site visit.

**Answer:**

As stated in Section L-3 of the solicitation, no individual site visits will be scheduled.

**Question 7:**

Section M-1: It is noted that the contract award will be made to the offeror whose proposal is determined to be the best value to the government – proposed price and other factors considered. What are the relative weights to be assigned to cost portion versus the technical portion of the proposal?

**Answer:**

As stated in Section M-2 of the solicitation, the technical factor is more important than the price factor. No numerical weight is assigned to cost.

**Question 8:**

Attachment (1) - Performance Work Statement, Section 1.13: During the Contractor Phase-In Period, will the contractor be permitted to have personnel on site for observation and familiarization who have not yet obtained the proper security clearances (as long as they do not have access to any classified material)?

**Answer:**

Personnel will be permitted on site who are eligible for a security clearance based on a preliminary review of the security information provided by the individual.

**Question 9:**

Attachment (1) - Performance Work Statement, Section 2.1.2: Who is responsible for the repair, maintenance and replacement of the Government-Furnished Equipment?

**Answer:**

The FAR clause 52-245-2 available at <http://www.arnet.gov/far/> provides information in regards to repair, maintenance and replacement of the Government Furnished property.

**Question 10:**

Attachment (1) - Performance Work Statement, Section 4.2.5: Will proper security clearances be needed for all on-site positions for which the Providing Activity is responsible? What level of security clearance is required? In the case of new hires, how long will it take to obtain the proper security clearance?

**Answer:**

Security clearances are required for all employees to the Secret level and in accordance with the DD 254 incorporated in the solicitation. Since the issuance of security clearances is handled by another agency, and based on an individual's background, no estimated timeframe can be provided here.

**Question 11:**

Attachment (1) - Performance Work Statement, Section 4.2.7: During the course of the contract, who bears the cost for the purchase of new cost-effective equipment for improving the efficiency and effectiveness of the operations specified in the Performance Work Statement?

**Answer:**

If the equipment replaces a piece of GFE, the clause at FAR 52.245-2 would apply. If the equipment is new, cost effective equipment for improving the performance of the contract, the contractor may submit a proposal for consideration, which would include the savings to the Government, which would be negotiated and may result in an equitable adjustment to the contract.

**Question 12:**

Attachment (1) - Performance Work Statement, Enclosure 6: What adjustments will be made if the mail workload based upon the mail volumes and mail characteristics varies significantly from the figures shown in the Performance Work Statement, Enclosure 6?

**Answer:**

Although the contractor is responsible for dealing with fluctuations in workload, if the workload increases to a degree that constitutes a contractual change, the contractor may be entitled to an equitable adjustment.

**Question 13:**

What is the current Federal staffing level, by labor category and specific task assignment, for work under the proposed Performance Work Statement (PWS)?

**Answer:**

Same as the answer to Question 1.

**Question 14:**

The site visit provided an appreciation for the grounds layout and distances but no details of the time or distance to service the mail stops within each building. Currently how long does each mail delivery/pickup route take to accomplish?

**Answer:**

The site visit included a ride around the NRL campus. The handouts provided at the site visit are available on our website <http://heron.nrl.navy.mil/contracts/RFP/00ma01.htm> and include a layout of the NRL campus and total acres. The Enclosure (6) to the PWS provided the current mail stops in each building. It is up to each offeror to determine the amount of time necessary for mail delivery/pickup.

**Question 15:**

What levels of security clearance are required by PA employees?

**Answer:**

Same as answer to Question 10.

**Question 16:**

Do all PA employees require a security clearance?

**Answer:**

Same as answer to Question 10.

**Question 17:**

What is the normal frequency and duration of the courier services for items in paragraph 5.3.3. of the PWS?

**Answer:**

The services described in the paragraph are new and therefore no historical data is available.

**Question 18:**

In descriptions about handling controlled mail, e.g. paragraph 5.2.1.5 of the PWS, the statement is made that , when an individual's name is on the top line, the PA will have him or her personally come to the office to sign for the controlled mail. Item 20 of Enclosure (9) states that this is to determine how material will be handled. Is all classified mail, this included, delivered to the Control Points?

**Answer:**

Yes

**Question 19:**

Para. 1.8 does not make clear who can negotiate USPS Mail Delivery hours (currently between 6:30 and 7:30 am). Is it the PA or the government?

**Answer:**

If the PA elects to negotiate different Mail Delivery hours after a contract has been awarded, the PA may do so upon approval of the COR.

**Question 20:**

2.1.2.1 Discussion is made of recording missing or non-working-order equipment, and notifying the CO, but no mention is made of government's responsibility to repair or replace same. Is the government responsible to repair and/or replace the non-operable equipment so that the PA may accomplish the PWS requirements?

**Answer:**

Same as answer to Question 9.

**Question 21:**

- 5.3.1 a) How many runs are required for Pickup/Delivery at NRL per day?  
b) How many routes are there?

**Answer:**

- (a) One. As stated on Enclosure (6), routine pick up and delivery is provided daily beginning at 0900.  
(b) The number of routes is determined by each offeror in their proposal.

**Question 22:**

5.10 Is the PA responsible for inputting changes into the NRL Locator computer system? If so, where in C-5 is this effort discussed? And what is the annual workload?

**Answer:**

The PA is not responsible for inputting changes into the NRL Locator system.

**Question 23:**

CDRL A001 does not appear to apply to a firm Fixed Price contract, and Section G-3 (Submission of Invoices, Fixed Price) seems to contradict this CDRL. Should it not be deleted, especially the requirement to report labor hours/task.

**Answer:**

G-3 is the Invoicing clause applicable to this acquisition. The Data requirement of the DD Form 1423, at A001 is required by NRL for all On Site contractors and is used internally by NRL.

**Question 24**

DD254. Section 9 mentions "NRL Reserved Parking Facilities" as part of the effort. We can't find any mention of this effort in the PWS. Should that statement not be removed, or is there a requirement? If so, what is the workload estimate for it?

**Answer:**

The requirement "NRL Reserved Parking Facilities" is not part of this solicitation. A revised DD 254 is included with this amendment.



**Question 25:**

DD254 Section 13. The last clause of that paragraph requires the PA to have personnel available with security clearances Prior to award of the contract! This appears to be in direct conflict with Clause I-2 of the SOW, giving government employees the right of first refusal. The successful contractor will not know how many of the existing Government employees, under RIF status, will:

- a. Be affected
- b. Be eligible to retire and elect to do so
- c. Be eligible to "bump" to other positions, leaving their position vacant
- d. Be willing to accept a position, as offered by the PA, since they will not know their status with the Government until the final days before RIF effective date.

Request that the final clause of Para 13 be eliminated.

Additionally, is not the Government supplying "SECRET storage capabilities" for this effort? If so, "SECRET storage capabilities" should be removed from Para. 13, since it implies that the PA is required to provide same.

**Answer**

See answer to Question 8. A revised DD 254 is included in this amendment.

Change pages are provided as a result of the questions/comments received on this solicitation or due to updating clauses. Changes are highlighted by a mark in the left margin.

Pages 11 and 12 of RFP N00173-00-R-MA01 are corrected and attached.

Page 5 of the Performance Work Statement is deleted and replaced with the attached.

Page 3 of the Government Furnished Equipment , Enclosure (7) is deleted and replaced with the attached.

Department of Defense, Contract Security Classification Specification, DD 254 is deleted and replaced with the attached Revision 1.

**PART II - CONTRACT CLAUSES**  
**SECTION I**  
**CONTRACT CLAUSES**

**I-1 52.252-2 - CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://heron.nrl.navy.mil/contracts/home.htm>

**a. FEDERAL ACQUISITION REGULATION CLAUSES**

**FAR CLAUSE    TITLE**

52.202-1	Definitions (OCT 1995)
52.203-3	Gratuities (APR 1984)
52.203-5	Covenant Against Contingent Fees (APR 1984)
52.203-6	Restrictions On Subcontractor Sales To The Government (JUL 1995)
52.203-7	Anti-Kickback Procedures (JUL 1995)
52.203-8	Cancellation, Rescission, And Recovery Of Funds For Illegal Or Improper Activity (JAN 1997)
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity (JAN 1997)
52.203-12	Limitation On Payments To Influence Certain Federal Transactions (JUN 1997)
52.204-2	Security Requirements (AUG 1996)
52.204-4	Printing/Copying Double-Sided On Recycled Paper (JUN 1996)
52.209-6	Protecting The Government's Interest When Subcontracting With Contractors Debarred, Suspended, Or Proposed For Debarment (JUL 1995)
52.211-15	Defense Priority and Allocation Requirements (SEP 1990)
52.215-2	Audit And Records-Negotiation (JUNE 1999)
52.215-8	Order of Precedence - Uniform Contract Format (OCT 1997)
52.215-11	Price Reduction for Defective Cost or Pricing Data - Modifications (OCT 1997)
52.215-13	Subcontractor Cost or Pricing Data Modifications (OCT 1997)
52.215-14	Integrity of Unit Prices (OCT 1997)
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data-Modifications (OCT 1997) - Alternate I (OCT 1997)
52.217-8	Option To Extend Services (NOV 1999)
52.219-8	Utilization Of Small Business Concerns (OCT 1999)
52.219-16	Liquidated Damages - Subcontracting Plan (JAN 1999)
52.222-1	Notice To The Government Of Labor Disputes (FEB 1997)
52.222-3	Convict Labor (AUG 1996)
52.222-4	Contract Work Hours And Safety Standards Act-Overtime Compensation (JUL 1995)
52.222-20	Walsh-Healey Public Contracts Act (DEC 1996)
52.222-21	Prohibition of Segregated Facilities (FEB 1999)
52.222-26	Equal Opportunity (FEB 1999)
52.222-35	Affirmative Action For Disabled Veterans And Veterans Of The Vietnam Era (APR

1998)  
52.222-36 Affirmative Action For Workers With Disabilities (JUN 1998)  
52.222-37 Employment Reports On Disabled Veterans And Veterans Of The Vietnam Era (JAN 1999)  
52.222-41 Service Contract Act of 1965, As Amended (MAY 1989)  
52.222-43 Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option Contracts) (MAY 1989)  
52.223-3 Hazardous Material Identification And Material Safety Data (JAN 1997)  
52.223-5 Pollution Prevention and Right-To-Know Information (APR 1998)  
52.223-6 Drug-Free Workplace (JAN 1997)  
52.223-10 Waste Reduction Program (OCT 1997)  
52.223-14 Toxic Chemical Release Reporting (OCT 1996)  
52.225-8 Duty-Free Entry (FEB 2000)  
52.225-13 Restrictions On Certain Foreign Purchases (FEB 2000)  
52.227-1 Authorization And Consent (JUL 1995)  
52.227-2 Notice And Assistance Regarding Patent And Copyright Infringement (AUG 1996)  
52.227-3 Patent Indemnity (APR 1984)  
52.228-5 Insurance - Work on a Government Installation (JAN 1997)  
52.229-3 Federal, State, And Local Taxes (JAN 1991)  
52.229-5 Taxes - Contracts Performed In U.S. Possessions Or Puerto Rico (APR 1984)  
52.232-1 Payments (APR 1984)  
52.232-8 Discounts For Prompt Payment (MAY 1997)  
52.232-11 Extras (APR 1984)  
52.232-17 Interest (JUN 1996)  
52.232-18 Availability Of Funds (APR 1984)  
52.232-23 Assignment Of Claims (JAN 1986)  
52.232-25 Prompt Payment (JUN 1997)  
52.232-33 Payment By Electronic Funds Transfer-Central Contractor Registration (MAY 1999)  
52.233-1 Disputes (DEC 1998)  
52.233-3 Protest After Award (AUG 1996)  
52.237-2 Protection Of Government Buildings, Equipment, And Vegetation (APR 1984)  
52.237-3 Continuity Of Services (JAN 1991)  
52.239-1 Privacy Or Security Safeguards (AUG 1996)  
52.242-13 Bankruptcy (JUL 1995)  
52.243-1 Changes - Fixed Price (AUG 1987) Alternate II (APR 1984)  
52.245-1 Property Records (APR 1984)  
52.245-2 Government Property (Fixed-Price Contracts) (DEC 1989) Alternate I (APR 1984)  
52.245-19 Government Property Furnished "As Is" (APR 1984)  
52.249-4 Termination For Convenience Of The Government (Services) (Short Form) (APR 1984)  
52.249-8 Default (Fixed-Price Supply And Service) (APR 1984)  
52.251-1 Government Supply Sources (APR 1984)  
52.252-6 Authorized Deviations in Clauses (APR 1984) fill in Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2);  
52.253-1 Computer Generated Forms (JAN 1991)

acknowledgment that the contractor has been made aware of the defective performance.

## 1.7. PHYSICAL SECURITY

1.7.1. *Responsibility for Compliance.* The PA shall comply with all security regulations and directives as identified herein, as revised, and those subsequently issued. The contractor shall comply with the requirements of the DD Form 254, *DoD Contract Security Classification Specification*.

1.7.2. *Inventory of Classified Documents and Material.* Not later than 5 calendar days prior to the start of the first operational performance period or notification of the issuance of security clearances to required personnel, whichever occurs last, the contractor shall conduct a joint inventory of all classified documents and material to be inventoried. The contractor shall sign a receipt for all items on the inventory.

1.7.3. *Safeguarding Government Property.* The PA shall be responsible for safeguarding all government property provided for use. At the close of each work period, government facilities, property, and materials shall be secured and checked in accordance with established NRL policies and procedures.

1.7.4. *Lock Combinations.* The PA shall follow all applicable NRL directives to ensure that no lock combinations are revealed to unauthorized persons. The PA shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. Further, changes to combinations shall be made at all other times required by NRL directives. These procedures shall be included in the contractor's Quality Control Plan.

## 1.8. HOURS OF OPERATION

1.8.1. *Flexitime Hours.* The PA shall perform work required under this award during flexitime hours in accordance with NRLINST 7400.2 and applicable NRL Notices. Core hours are defined in NRLINST 7400.2 as between 9 and 11 a.m. and between 1 and 3 p.m. The PA may establish the "normal" hours of operation for its employees. The PA based in the mailroom must be available to receive United States Postal Service (USPS) mail delivery (currently between 6:30 and 7:30 a.m.) at times negotiated with the USPS. Any change by the Contractor to the USPS mail delivery time must be approved by the COR.

1.8.2. *Outside of Normal Hours.* On occasion, services may be required to support projects or other requirements outside the normal duty hours. The COR shall inform the manager as far in advance as is possible to plan for such duty.

GOVERNMENT FURNISHED EQUIPMENT

ENCLOSURE (7)  
N00173-00-R-MA01  
AMENDMENT 0001

	EQ NO	ITEM NAME DESCRIPTION	MFG/MODEL	SERIAL NO./ID NO.	CONDITION	CONTRACTORS SIG/DATE	COR'S SIGNATURE/DATE
61	427674	TERMINAL	XYLOGICS	00802D00B15B	*	*	*
62	431865	CPU/MONITOR	Dell	44895A077Q44			
63	431868	PRINTER	HEWLETT	USFB508955			
64	439164	MODEM	SUPRA 288	22305			
65	439165	MODEM	SUPRA 288	22500			
66	439166	MODEM	SUPRA 288	14845			
67	445495	COPIER	CANON	NDK24422			
68	445496	COMPUTER	Dell	92396003			
69	448837	COMPUTER	XPS H233	9P93F			
70	448841	SERVER	XPS H266	9P22P			
71	448852	HUB	KINGSTON	9840C0000396			
72	448853	HUB	KINGSTON	9501425005A00			
73	448854	HUB	LANCAST 4490	A981079932			
74	401323	DELNI	DIGITAL	22018			
75	448838	COMPUTER	XPS H233	9P936			
76	365466	PRINTER	FUJITSU	88790			
77	448844	COMPUTER	XPS H233	9P948			
78	442936	COMPUTER	DELL L400C	5PNA6			
79	442937	COMPUTER	DELL L400C	5PN9W			
80	442938	COMPUTER	DELL L400C	56U9A			
81	No #	SHREDDER	Shredmaster Delux 926X	KW264809			

# DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)

1. CLEARANCE AND SAFEGUARDING SER: 018-00

a. FACILITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

NONE

## 2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

a. PRIME CONTRACT NUMBER

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER

N00173-00-R-MA01

DUE Date (YYMMDD)

00 05 03

## 3. THIS SPECIFICATION IS: (X and complete as applicable)

a. ORIGINAL (Complete date in all cases)

Date (YYMMDD)

99 11 01

b. REVISED (Supersedes all previous specs)

Revision No.

1

Date (YYMMDD)

00 04 05

c. FINAL (Complete Item 5 in all cases)

Date (YYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? ☐ YES ☒ NO. If Yes, complete the following:

Classified material received or generated under \_\_\_\_\_ (Preceding Contract Number) is transferred to this follow-on contract

5. IS THIS A FINAL DD FORM 254? ☐ YES ☒ NO. If Yes, complete the following:

In response to the contractor's requested dated \_\_\_\_\_, retention of the identified classified material is authorized for the period of \_\_\_\_\_

## 6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

FOR RFP PURPOSES ONLY  
NOT VALID FOR AWARD

## 7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

N/A

N/A

## 8. ACTUAL PERFORMANCE

a. LOCATION

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

N/A

N/A

## 9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Records, Correspondence and forms management, mail handling and messenger service, and other administrative services.

10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
	YES	NO		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S	<input checked="" type="checkbox"/>	
b. RESTRICTED DATA		<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY		<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO		<input checked="" type="checkbox"/>
(2) Non-SCI		<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION		<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT		<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS		<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>		l. OTHER (Specify)		
k. OTHER (Specify)					

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (Specify):

Commanding Officer, Naval Research Laboratory, Washington, D.C. 20375-5320, Code 5260

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.  
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

Access to classified information is not required for the purpose of submitting a bid/proposal for this performance work statement. However, prior to start of the performance period, the successful contractor will be required to be eligible for a SECRET facility clearance and personnel eligible for a DOD granted personnel security clearance commensurate with the level of access required for performance of the contract.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed)

☐ Yes ☒ No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL  
TINA SMALLWOOD

b. TITLE  
Contracting Officer, Security

c. TELEPHONE (Include Area Code)  
(202)767-2240/2521

d. ADDRESS (Include Zip Code)  
Naval Research Laboratory  
4555 Overlook Ave., S.W.  
Washington, D.C. 20375-5320

e. SIGNATURE



**17. REQUIRED DISTRIBUTION**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR   |
| <input type="checkbox"/>            | b. SUBCONTRACTOR  |
| <input checked="" type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR          |
| <input type="checkbox"/>            | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input checked="" type="checkbox"/> | e. ADMINISTRATION CONTRACTING OFFICER                             |
| <input checked="" type="checkbox"/> | f. OTHERS AS NECESSARY 1221.11, 5260, 5202                        |